



HUSKISSON PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION MANUAL



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1. Introduction

Welcome to the heart of Huskisson Public School's community - the Parents and Citizens Association (the "P&C Association"). As a parent or caregiver, your role is pivotal in your child's educational journey. This manual is designed to support and guide you in shaping an effective P&C Association within our school's community. By collaborating with fellow parents, caregivers, and community members, you actively contribute to positive change, enhance the educational experience, and foster a nurturing environment for every student.

This introduction highlights the importance of your involvement within our school community. The P&C Association bridges homes to classrooms, ensuring open communication, collaboration, and a shared vision.

Our commitment is clear: to offer a free, inclusive public education for every student, regardless of their background, gender, or abilities. We see our students as the future contributors and innovators.

Your involvement is essential. Whether volunteering at the Canteen, leading an art initiative, or organising a fundraising campaign, the collective efforts of dedicated individuals like you make a difference.

In partnership with Huskisson Public School and our local community, the P&C Association aims to address the diverse needs of our students and educators, especially for projects that go beyond the usual scope.

Education is a shared journey, and your active participation in the P&C Association enhances its impact. It's a testament to the importance of community, continuous learning, and collective growth. Your dedication lights the way towards a more inclusive and vibrant educational community. Welcome aboard!

2. Object and Function

The P&C Association is dedicated to forging robust connections between parents, caregivers, and the broader Huskisson Public School community. Our mission is to actively support the academic and holistic development of students by enhancing communication, backing school endeavours, fostering a nurturing environment, and championing the unique needs of our students and parents.

The objects and functions of the P&C Association shall be those set out in Section 116 of the Education Act 1990, which include:

- To promote the interests of the school by bringing parents, citizens, students, and teaching staff into close cooperation.
- To assist in providing facilities and equipment for the school and promoting the recreation and welfare of the students.
- To report, when requested by the Minister for Education and Early Childhood, on the school's material requirements and advise on school maintenance, alterations and additions to school facilities, and the selection of new sites.
- To assist and cooperate with the teaching staff in public functions associated with the school.
- To be responsible for the election of parent representatives to any school council constituted at the school in consultation with the principal of the school to ensure consistency with any guidelines for elections issued by the Secretary of the Department of Education or
- To assist in any matters in which the Minister may seek the co-operation of the Association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).



3. Constitution

Section 117 of the Education Act 1990 requires that the (model) prescribed Constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Associations of New South Wales Incorporation Act 1976 be published by the Minister in the Education Gazette 1 of 2020. The Huskisson Public School Parents and Citizens Association is a corporate body under the Parents and Citizens' Incorporation Act 1976.

A copy of the Constitution, as of 1 September 2023, can be found in Appendix B. The latest (model) can be found [here](#).

3.1 Federation of Parents and Citizens Associations

The Federation of Parents and Citizens Associations of New South Wales, commonly referred to as the P&C Federation is a prominent organisation that represents the interests of parents, caregivers, and school communities within the public education system of New South Wales. Established in 1922 and incorporated in 1976 by an Act of the New South Wales Parliament, the P&C Federation is steadfastly committed to a free public education system that is accessible and inclusive for all students. The organisation's vision centres around fostering vibrant, inclusive, and high-quality public-school communities. Their mission encompasses various facets, including advocating for the welfare of children and young people, promoting effective communication between parents and educational institutions, and ensuring that the values and objectives of public education are upheld. The P&C Federation plays a pivotal role in bridging the gap between home and school, facilitating communication, collaboration, and a shared sense of purpose within the educational landscape of New South Wales.

The Huskisson Public School P&C Association is proudly a member of the [Federation of Parents and Citizens Associations of New South Wales](#).

4. Non-Profit Organisation

A non-profit organisation operates without the intent of personal gain or profit for its members during its operations and upon dissolution. P&C Associations are considered non-profit entities that aim to advance education, focusing on enhancing services for public school communities. While non-profits can generate profits, these must align with the organisation's purpose. For instance, a P&C Association might retain earnings for future projects or sustainability. The non-profit nature of a P&C Association is evident in its Constitution, which states that officers cannot receive material benefits due to their position. Additionally, any remaining assets or funds cannot be distributed among members upon dissolution.

The choice to register with the Australian Charities and Not-for-profits Commission ("ACNC") as a charity lies with each P&C Association. To be officially recognised as a charity, registration with the ACNC is mandatory. Only registered charities can avail of tax benefits from the Australian Taxation Office ("ATO"), which encompasses Income Tax Concessions, Goods and Services Tax ("GST") concessions, and the Fringe Benefit Tax ("FBT") Rebate. By registering with the ACNC, the public can access your P&C Association's details online, verifying if it has met its obligations under the ACNC Act 2012. It's important to note that all P&C Associations registered with the ACNC must submit an Annual Information Statement ("AIS") to the commission. Furthermore, after the Annual General Meeting each year, any changes to the responsible person's information or contact details must be updated on the ACNC portal within 60 days.



5. Office Bearers

Membership will be open to all parents and carers of pupils attending the Huskisson Public School and all citizens within the school community. The P&C Association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the P&C Association.

The Secretary or the Secretary's nominee shall update the register after each general meeting. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the P&C Association¹.

5.1 The Executive Committee

The Executive Committee, consisting of up to seven (7) members, is responsible for executing the association's decisions. Members of this committee are chosen during the Annual General Meeting ("AGM"). To be eligible for these roles, one must be a financial member of the P&C Association.

The standard positions within the Executive Committee include a President, two Vice-Presidents, a Secretary, and a Treasurer, as outlined in the standard and prescribed constitutions. An individual cannot hold more than one position on the Executive Committee simultaneously. However, family members can occupy multiple roles within the committee at the same time. While anyone, regardless of their employment status or type, can be elected to the Executive Committee, P&C Association employees are excluded from holding any roles within it.

If a position on the Executive Committee becomes vacant between AGMs, it is filled through an election at a subsequent general meeting. Furthermore, the signatories for all P&C financial accounts, including those of sub-committees, are the members of the Executive Committee. No member of the Executive Committee shall receive financial compensation or any material benefits due to their role within the P&C Association. An Executive Committee member can be dismissed from their position through a resolution passed at a duly convened general or special meeting, provided members have been given a minimum of seven days' notice.

The Executive Committee roles include the following:

President:

- Leadership: Provide direction and leadership for the Association's mission and objectives.
- Meetings: Preside over all meetings, ensuring they run smoothly and efficiently.
- Representation: Act as the primary spokesperson for the Association, representing its interests in external forums.
- Decision-making: Collaborating with other officers, make crucial decisions for the Association's benefit.
- Delegation: Delegate tasks and responsibilities to other officers and members as necessary.

Vice-President:

- Support: Act as the primary support for the President, assisting in their duties.
- Meetings: Preside over meetings in the absence of the President, ensuring continuity.
- Committees: Oversee various sub-committees, ensuring they align with the Association's objectives.
- Conflict Resolution: Assist in resolving any internal disputes or issues that may arise.

¹ Appendix B- Huskisson Public School P&C Association Membership Form



Secretary:

- Documentation: Attend all meetings, taking detailed minutes and documenting the proceedings.
- Communication: Handle internal and external communications, ensuring members are informed of upcoming meetings and events.
- Record Keeping: Maintain a comprehensive record of all business conducted, including correspondence, reports, and minutes.
- Transition: Ensure a smooth transition by handing over all records to the incoming Secretary at the end of the term.

Treasurer:

- Financial Oversight: Oversee the Association's financial activities, ensuring transparency and accountability.
- Budgeting: Prepare an annual budget, monitoring expenditures and revenues.
- Reporting: Present a detailed financial report at each General Meeting, ensuring members are informed of the Association's financial status.
- Auditing: Co-ordinate the annual audit of financial records, ensuring compliance with financial regulations.
- Transition: Hand over all financial records and accounts to the incoming Treasurer at the end of the term.

Grants Officer:

- Research: Continuously research potential grant opportunities that align with the Association's objectives.
- Application: Prepare and submit comprehensive grant applications, ensuring they meet the specific criteria set by grantors.
- Monitoring: Track the utilisation of grant funds, ensuring they are used for the intended purpose and in compliance with grant stipulations.
- Reporting: Prepare detailed reports on grant usage and outcomes, ensuring transparency and accountability to grantors.

Fundraising Officer:

- Planning: Develop a comprehensive fundraising strategy, setting clear targets and objectives.
- Events: Organise and execute various fundraising events, from small-scale community events to more prominent galas or auctions.
- Engagement: Engage with local businesses, stakeholders, and the broader community to secure sponsorships, donations, and support.
- Promotion: Promote fundraising initiatives through various channels, including social media, newsletters, and local media.
- Evaluation: Continuously evaluate fundraising strategies, ensuring they are practical and adjusting as necessary for maximum impact.

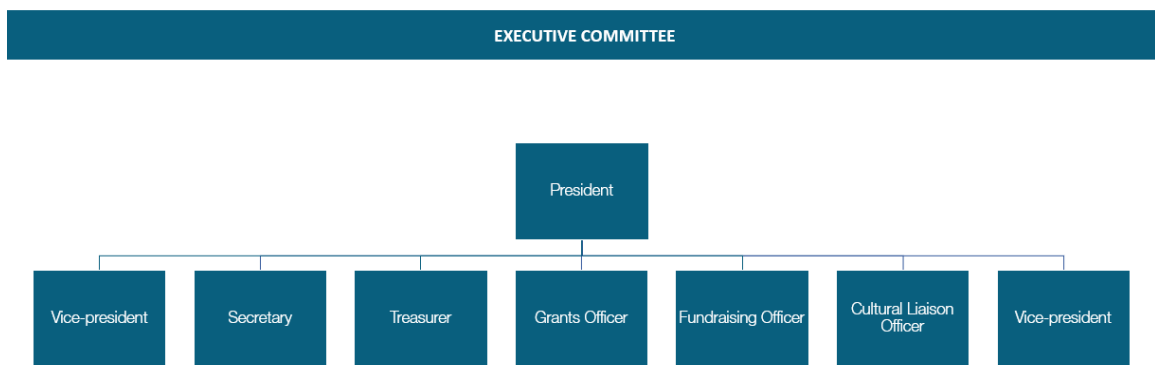
Cultural Liaison Officer:

- Engagement: Act as the primary point of contact between the Association and the broader community, ensuring open and transparent communication.
- Partnerships: To support the Association's initiatives and events, foster relationships with local businesses, organisations, and stakeholders.



- Feedback: Gather feedback from the community regarding the Association's activities, identifying areas of improvement and potential collaboration.
- Promotion: Promote the Association's events, initiatives, and achievements within the community, ensuring widespread awareness and participation.
- Representation: Represent the Association at community events, meetings, and forums, advocating for the Association's interests and objectives.
- Collaboration: Work closely with other officers, especially the Fundraising Officer and Grants Officer, to identify community-based opportunities for funding and support.
- Reporting: Regularly update the Association on community sentiments, concerns, and suggestions, ensuring the Association remains aligned with community needs and expectations.

The management chart for the Executive Committee is as follows:



Further information about the roles can be found in Appendix D.

5.2 Subcommittees

The Executive Committee reserves the right to form subcommittees to execute specific functions. These subcommittees are mandated to provide regular updates during Association meetings and adhere to any directives set forth by the Executive Committee. While the Executive Committee holds the authority to dissolve any subcommittee as deemed necessary, it's imperative to note that all financial resources accumulated or managed by these subcommittees are unequivocally considered assets of the P&C Association. Moreover, unless otherwise directed, subcommittee meetings will adhere to the protocols and regulations consistent with those of the central Association, with any requisite adjustments tailored to the subcommittee's operations.

5.3 Casual Vacancies

Should a vacancy arise within the Executive Committee, it will be addressed by conducting a vote among the members of the P&C Association during any general meeting. A vacancy is deemed to have occurred if a member of the Executive Committee:

- Passes away.
- Submits a written resignation from the committee.
- Is no longer a member of the Association.
- Is removed as per clause 5(a); or
- Demonstrates a persistent and prolonged inability to perform the duties of their position.



It is essential for the continuity and effectiveness of the Association that such vacancies are promptly addressed to ensure the smooth functioning of the Executive Committee.

5.4 Signatories

The financial integrity of the P&C Association is safeguarded by a clear delineation of roles and responsibilities concerning its bank accounts. The designated signatories for these accounts are the Office Bearers, a group comprising the President, Vice Presidents, Treasurer, and Secretary. Their role is pivotal in ensuring that every financial transaction, whether through cheques or online banking, is authorised by at least two (2) of these designated individuals.

It's worth noting that certain members, despite their involvement in the P&C Association, are not permitted to act as signatories. For instance, Sub-committee Convenors, while integral to the functioning of the Association, do not have the authority to sign off on financial transactions. Similarly, the Principal is excluded from holding an office bearer position and, by extension, from acting as a signatory. Employees of the P&C, such as those overseeing the Canteen or the Outside of School Hours Care, are also restricted from this role.

The Constitution of the P&C Association can be unambiguous in its directive that two (2) Office Bearers must jointly oversee and authorise the Association's financial transactions. This dual-signatory system is a robust measure to ensure transparency and accountability.

In situations where two (2) members from the same family find themselves as potential signatories, it's generally advised against. However, if such a scenario becomes unavoidable due to specific circumstances, it's imperative that this familial relationship is transparently disclosed to the Auditor on an annual basis. This disclosure ensures that the Association's financial dealings remain above board and free from potential conflicts of interest.

6. Meetings and Communication

6.1 Annual General Meeting

Every March, the P&C Association conducts its AGM, a significant event in line with the P&C Association Constitution and By-laws, ensuring it's held within three months after the end of the previous financial year. This facilitates a detailed review of the association's activities and financial status. The Secretary, responsible for issuing a notice 14 days before the AGM, ensures it includes the agenda, positions open for election, and a list of representative roles to be elected. This comprehensive approach, combined with widespread publicity, ensures the entire school community is informed and can actively participate.

Existing members who renew their subscriptions maintain their privileges, while newcomers gain full membership rights, including nomination and voting, only after the AGM concludes. The Treasurer guarantees financial transparency by ensuring the association's accounts are audited in line with the Constitution or the ACNC if the association is a registered charity. This audit report, which is no older than three months, is then showcased during the AGM for member endorsement.

Elections form a central part of the AGM. The Principal is usually invited as the Returning Officer to oversee the election process. If unavailable, the members present select an alternative. Nomination is exclusive to financial members, and nominees must meet specific criteria, including endorsements from peers. In case of multiple nominations for a single role, a secret ballot is held.



Post-AGM, any vacant positions are termed as casual vacancies and are advertised to the broader school community. The AGM's minutes are documented and presented at the subsequent AGM. Occasionally, if challenges like a lack of quorum or an unavailable audit report arise, the AGM might be adjourned or postponed, with the rescheduled AGM typically held within a month.

The AGM adheres to the association's by-laws, including the timing. All Executive Committee positions are open for election, with by-laws indicating any tenure limits. Prior to the AGM, the Treasurer presents the P&C's records for auditing, which includes various financial documents. The audited financial statement is then presented as the Treasurer's Report at the AGM. Incorporated P&C Associations must also share their audited financial statements with the Federation within a month post-AGM.

The AGM encompasses the President's and Treasurer's Annual Reports, and other relevant annual reports, followed by the election of Executive Committee members and representatives. Reports are strictly AGM-relevant, with any matters arising from the minutes addressed in the subsequent year. Individuals can only hold one Executive Committee position, but two family members can simultaneously hold Executive Committee roles. Various representative positions, including sub-committees and delegates, are elected during the AGM. The auditor for the upcoming year is also decided at the AGM. The AGM is chaired by the outgoing President until the ballot, after which the new Executive Committee takes charge and conducts a general meeting. The AGM minutes are presented for acceptance at the next AGM.

Further supporting information with regards to the AGM, such as the AGM Nomination Form, AGM Agenda Template, AGM Role Descriptions, AGM Self Nomination Form, and the Executive Declaration, can be found in the [Members Portal](#) on the P&C Federation website.

6.1.1 Voting Rights

Voting rights within the P&C Association are frequently misunderstood, leading to potential disagreements between established and new members. All members of the association are eligible to vote, with their eligibility defined in the association's constitution. To be a member, an annual fee is required, which is set in the bylaws and is not less than 50 cents. Associations should always maintain a current list of members. However, Life Members and observers, unless they've paid the membership fee, are not allowed to vote.

There's often concern about new members immediately having full voting rights, especially on contentious issues. To address this, the constitution mandates that the member register be updated after each general meeting. This means new members can only vote from the subsequent meeting. After the AGM, the member register is updated. If there's a general meeting following the AGM on the same day, new parents who became members during the AGM can participate and vote.

While Chairpersons have regular voting rights, they often abstain to maintain neutrality. In situations where there's a tie in votes, the motion is typically lost since there's no provision in the constitution for a casting vote by the Chairperson. Neither the prescribed nor standard constitutions allow for proxy or absentee votes.

The school principal automatically become members of the association due to their role, without needing to pay the membership fee. As ex officio members, principals have full voting rights but aren't eligible to stand for election. They are, however, often chosen to act as the Returning Officer for the association.

Students are not permitted to vote as per the Education Act 1990, which defines the P&C Association as consisting of parents and interested local residents. Lastly, it's not recommended to incorporate P&C Association membership within school fees. Even though "school fees" are not mandatory, individuals might still desire P&C



Association membership. This practice could potentially affect the ability to achieve quorums for meetings, especially if the total membership exceeds 50, as a quorum of 11 members would then be required.

6.2 Regular Meetings

The P&C Association is deeply committed to fostering a collaborative and inclusive environment. To this end, regular meetings are convened twice every term, providing a platform for open dialogue and collective decision-making. These meetings are scheduled at 6:00 p.m., ensuring working parents and guardians can participate. The venue for these gatherings is the school library.

The specific dates for these meetings are communicated in advance to keep our school community informed and facilitate seamless participation. They are prominently featured in the school's official newsletter, ensuring that every parent and guardian is apprised. These dates are also broadcast through the school's digital communication platform, Sentral.

It's worth emphasising that the P&C Association is not an exclusive club. Instead, it thrives on diversity, inclusivity, and the collective wisdom of the entire school community. Whether you're a parent, guardian, or someone who cares deeply about the school's progress, you are welcome and actively encouraged to join the P&C Association. By attending these meetings, you have a direct hand in shaping the school's future and ensuring the best for our students. Your voice, insights, and perspectives are invaluable to us.

6.3 Special Meetings

In the spirit of collaboration and transparency, the P&C Association has provisions for special meetings. Should pressing matters require immediate attention, a special meeting can be convened. The Secretary will orchestrate this meeting either upon receiving a written request endorsed by a minimum of 10 esteemed members or when directed by the Executive Committee.

To ensure ample preparation time and maximum participation, the special meeting will be scheduled within a month from when the Secretary acknowledges the request or receives the directive. Furthermore, we believe in keeping our members well-informed. As such, members will be notified at least seven days in advance of the special meeting. This notice will also thoughtfully outline the agenda, ensuring attendees are well-prepared to discuss the matters.

6.4 Holding Meetings and Quorum

Parents and guardians of students at Huskisson Public School and citizens from the school's community who aren't official members are welcome to partake in P&C Association meetings. However, they are not permitted to attend Executive Committee or subcommittee sessions. For a P&C Association with a membership count of 50 or more, a quorum for any meeting is established with the presence of 10 members. If the membership is below 50, the quorum cannot be fewer than five (5) members.

Should the necessity arise to employ technological means for a meeting, the formal announcement of the meeting will explicitly detail the date, time, and technical parameters essential for members to participate. The P&C has chosen Microsoft Teams as the preferred platform for members to access the meeting remotely, should in-person attendance be unfeasible.

Throughout the meeting, the quorum must be consistently met. Any P&C Association member, whether attending physically or via technology, is considered present for quorum establishment and all other related



purposes. All resolutions must be voted upon through a comprehensive ballot accessible to all members rather than a show of hands. In case of technological disruptions that hinder the meeting's proceedings or the passing of a resolution, the President or the designated presiding Officer has the authority to adjourn the meeting temporarily.

6.5 Agenda

An agenda is essential for the P&C Association's meetings, as it provides a structured framework for addressing business matters such as tabling reports, updating the member register, and facilitating discussions and decision-making. In collaboration with the President, the Secretary establishes the agenda to ensure the Association's tasks are addressed efficiently. Adhering to the Agenda is crucial as it aids in maintaining a productive and purposeful meeting. While there isn't a universal agenda format for all P&C Associations, it can be tailored to best suit each session's and its members' needs. For instance, while the order of business might remain consistent, there could be occasions where certain items, like a guest speaker, are scheduled earlier in the meeting for convenience. The P&C Federation Associations recommends a typical business order for P&C Associations. This suggested format, which may not be universally applicable but provides a comprehensive structure, includes the opening segment where the meeting is called to order, current members are welcomed, new members are introduced, and attendance is recorded. A 'Welcome to Country' can be incorporated based on member decisions. This is followed by the reading and confirmation of the minutes from the previous meeting, addressing any business arising from those minutes, and then sharing both incoming and outgoing correspondence—a sample P&C Association Meeting Agenda Template in Appendix E.

6.6 Communication Channels

According to privacy regulations, Huskisson Public School is precluded from disclosing the contact details of parents or carers to the P&C Association. Consequently, for effective communication with the P&C Association, it is imperative that parents or carers proactively furnish their contact details to the P&C Association.

The P&C Association, in its commitment to transparent communication, will disseminate information regarding P&C Association events within the school via the Huskisson Public School's official communication medium, Sentral. Parents or carers can contact the P&C Association at the official email address: huskissonpublicschool@pandcaffiliate.org.au.

The Officers of the P&C Association communicate through various channels, including email and third-party chat groups.

6.7 Acknowledgement of Country

The P&C Association will open each P&C meeting with the following Acknowledgement of Country as a way of showing awareness of, and respect for, the Traditional Custodians of the land upon which a meeting or event is to take place, as follows:

Huskisson Public School P&C Association acknowledges Yuin nation as the Traditional Custodians of the lands on which the school is located and where we conduct our business.

We pay our respects to past, present, and emerging Elders, and we are committed to honouring Australian Aboriginal and Torres Strait Islander Peoples' unique Cultural and spiritual relationships to the land, waters, and seas, as well as their rich contribution to society.



7. Activities and Initiatives

At Huskisson Public School, the P&C Association is pivotal in fostering a vibrant and supportive educational environment.

Volunteerism stands as the backbone of the P&C Association's support structure. By dedicating their time and skills, volunteers from the Association assist in a myriad of school activities. From running the school canteen, setting up the uniform shop, arranging working bees to maintain the grounds, and even aiding with administrative tasks, their presence amplifies the school's operational efficiency. This active involvement eases the school's daily functions and creates a nurturing environment where students feel the community's collective support.

Beyond the daily routines, the P&C Association orchestrates memorable events that enrich the school calendar. Whether Mother's Day Stalls, Easter Raffles, school discos, movie nights, or community fairs, the P&C Association's involvement ensures these events are well-organised and resonate with the school's ethos. These events provide students diverse experiences and strengthen the bond between families, school staff, and the broader community.

The P&C Association recognises the importance of equipping classrooms with the necessary resources. By contributing to classroom supplies, educational tools, and digital resources, the Association ensures teachers have everything they need to deliver practical lessons. This proactive approach guarantees that students have access to the best materials, fostering an environment conducive to learning.

7.1 Community Engagement

At the P&C Association of Huskisson Public School, we place immense value on community engagement, viewing it as the cornerstone of our endeavours. We believe that a thriving school community is not confined to our educational premises but radiates outwards, encompassing the wider Huskisson community. We aim to nurture robust, meaningful connections with local businesses, organisations, and residents, ensuring that the school remains a central pillar of the community. Through various initiatives, events, and outreach programs, we actively seek opportunities for collaboration and partnership. Whether organising community fairs, partnering with local businesses for fundraising, or facilitating open forums for parents and community members to voice their opinions, we strive to create an inclusive environment where everyone feels valued and heard. By bridging the gap between the school and the broader community, we aspire to offer our students a holistic educational experience enriched by Huskisson's diverse perspectives and resources.

7.2 Fundraising

Fundraising is the lifeblood of many school initiatives, and at Huskisson Public School, the P&C Association takes this responsibility to heart. As stewards of the school's community engagement, the P&C Association recognises that fundraising is not just about generating revenue; it's about bringing together parents, teachers, students, and the wider Huskisson community in a shared mission to enhance the educational experience for every child.

The P&C Association plans a series of fundraising events each year, from traditional bake sales and raffles to innovative initiatives like themed nights and community fairs. These events serve dual purposes: they raise essential funds for school projects and foster a sense of community, allowing parents and guardians to participate in their children's education actively.

The funds raised play a pivotal role in the school's development. They have facilitated the purchase of new learning resources, supported extracurricular activities, and contributed to infrastructural improvements.



Moreover, the P&C Association ensures transparency in its financial dealings, regularly updating the school community on how funds are allocated and their contributions' impact. For each fundraising event, the P&C Association will clearly announce the specific purpose of the funds being raised.

But beyond the tangible benefits, fundraising efforts by the P&C Association underscore a more profound commitment to the school's ethos. They highlight the power of collective action and the belief that remarkable transformations can occur when a community comes together with a shared vision. The P&C Association's fundraising initiatives are a testament to the community's unwavering dedication to creating an enriching and holistic educational environment for the students at Huskisson Public School.

The P&C Association welcomes proposals for new fundraising events with a spirit of inclusivity. The privilege of nominating an event is not exclusively reserved for members of the P&C Association. The individual or group wishing to propose an event is required to diligently complete the designated event template form. A representative example of the P&C Association Fundraising Event Template is provided in Appendix F for reference.

All Fundraising event submissions are tracked in the Fundraising Proposal Log.

7.3 Canteen

Under the stewardship of the P&C Association, the school canteen serves as a vital hub within the school community. Beyond providing nutritious meals, the Canteen is a strategic avenue for the P&C to raise funds that directly benefit the school and its students. The P&C actively coordinates the Canteen's operations, ensuring that it runs efficiently and aligns with the school's values and objectives. The school canteen is currently operational on Wednesdays only. Periodically, it will open on an additional day for special events.

Occasionally, the P&C collaborates with external entities to introduce special meal deals, adding variety and excitement to the Canteen's offerings. These collaborations not only enhance the menu but also provide additional fundraising opportunities. The funds raised through the Canteen are often reinvested in school projects, infrastructure, and other initiatives that enrich the students' learning experience.

The student canteen orders are managed through the "My School Connect" mobile app. With assistance from the P&C Association, the canteen manager co-ordinates the weekly school orders. The students are required to have the orders submitted by Tuesday at noon.

Supplies for the Canteen are purchased through Aldi supermarket. All receipts need to be retained and provided to the Treasurer.

Furthermore, in partnership with the Healthy Kids Association, the P&C strongly emphasises promoting healthy eating choices. This collaboration ensures that the Canteen's offerings are tasty and nutritionally balanced, fostering a culture of well-being and conscious food choices among students. Through these efforts, the P&C Association underscores its commitment to the holistic development of every student, ensuring they are nourished both in mind and body.

The current Huskisson Public School canteen manager is [insert name].



7.4 Uniform Shop

The school uniform shop at Huskisson Public School is a testament to the community's commitment to fostering a sense of belonging and pride among its students. Managed by the P&C Association, the shop ensures that every student can access high-quality uniforms that adhere to the school's dress code standards.

The uniform shop, with its wide range of sizes and options, caters to the diverse needs of the student body. Parents and guardians can be assured of the durability and affordability of the uniforms, thanks to the P&C Association's selection process. Moreover, the revenue generated from the uniform shop goes back into the school, funding various programs and activities that enrich the student's learning experience.

The student uniform orders are managed through the "My School Connect" mobile app. Once the uniform shop manager receives an order, the request will be processed, and the recipient will be informed to collect the uniforms from either the uniform shop or the front office.

The current Huskisson Public School uniform shop manager is [insert name].

7.5 Vacation Station

The P&C Association offers a creative opportunity for children in NSW to use their Creative Kids vouchers. Under the name of "Vacation Station" (ABN 69 710 779 822), the P&C Association organises holiday workshops that focus on art and craft activities. The workshops allow children to explore different forms of media and express themselves through various artistic techniques. The children can learn how to use paint, clay, paper, fabric, and other materials to create their own unique artworks. The workshops are fun, educational, and suitable for children of all primary school age and abilities.

The current Huskisson Public School P&C Association Vacation Station manager is [insert name].

7.6 Parent Education

As the P&C Association of Huskisson Public School, we recognise parents' pivotal role in their children's educational journey. We facilitate guest speaker sessions on various pertinent educational topics to support and empower our parent community. These initiatives are designed to enhance parents' understanding and equip them with the necessary knowledge and tools to navigate the ever-evolving educational landscape. For instance, understanding the challenges and opportunities of the digital age is crucial. To address this, we recently organised a digital safety presentation, offering parents valuable insights into online risks and providing strategies to ensure their children's safety in the digital realm. Through such endeavours, we aim to foster a collaborative and informed school community where parents and educators work hand in hand for the betterment of our students.

8. Finance and Budget Management

Good financial management is an essential part of any organisation. It is not a task that is to be left solely in the hands of the Treasurer or bookkeeper but is the cornerstone of all P&C Association activities. Without proper management of financial resources, it will be difficult for the P&C Association to meet its objectives, which may lead to significant economic issues and /or closure.

Good financial management is based on clear objectives, solid financial controls, and reliable and accurate reporting and monitoring. Sound financial management will help to:



- Identify issues early.
- Make effective and efficient use of resources.
- Achieve key objectives.
- Be more accountable to the members and the school community.
- Gain the respect and confidence of other community partners and beneficiaries, and
- Help with long-term financial sustainability.

There are three (3) key aspects to ensuring sound financial management and good governance:

- Making sure there is a robust ethical culture.
- Ensuring good communication flow at all levels of the organisation and
- Developing formal policies and procedures for financial control, reporting, and governance.

These aspects are not mutually exclusive and need to be considered together. Formal policies will not be effective if there is little, or no communication and the organisation is not ethically minded. Similarly, an organisation with solid ethics will not be effective if there is little or no communication or policies and procedures. The basis for good financial control and accountability is to:

- Have clear ethical values, which include honesty and accountability. These then need to be communicated and modelled.
- Provide accurate and transparent financial information to the members from which they can make informed decisions.
- Keep on top of the P&C Association finances, not just for the present but looking ahead to ensure sufficient funds to pay for all upcoming liabilities.
- Identify a particular financial decision's risks before committing to it.
- Develop sound written policies and procedures that spell out what is expected and the roles and responsibilities of individuals in that process.
- Train employees and Officer Bearers to identify possible red flags, warn of potential issues, and
- Encourage the reporting of any suspected fraud or other criminal activity.

The P&C Federation Associations of NSW has developed the "Financial Management and Control" document to cover the full range of P&C Association operations, specifically emphasising P&C Association-operated enterprises such as canteens. The P&C Federation knows that most P&C Associations and their enterprises are run by dedicated groups of volunteers who do a fantastic job. Unfortunately, the fact remains that each year, some P&C Associations, and associated enterprises are involved in investigations of fraud or end up with significant financial losses due to poor management and lack of controls.

Financial Management and Control guidance is provided to help P&C Associations understand the fundamentals of financial management and put in place suitable financial controls and practices to help sustain the P&C Association over the long term. The Financial Management and Control document can be found in the Member Resources section of the P&C Federation Associations secure portal.

8.1 Accountability to the Community and Members

The P&C Association holds distinct responsibilities towards the Huskisson community and its members. These duties encompass:



- Organising an Annual General Meeting.
- Presenting audited financial statements during the Annual General Meeting.
- Ensuring strict compliance with the P&C Association's Constitution and established guidelines and
- Conducting regular meetings as stipulated within the Constitution and rules.

To further enhance transparency and foster trust, the P&C Association is encouraged to communicate with the broader Huskisson Public School community actively. This can be achieved by sharing updated news releases, clarifying the objectives behind fundraising initiatives, and detailing the intended use of the collected funds.

8.2 Budgets

Budgeting is a cornerstone of the P&C Association's financial planning. It's a dynamic document reflecting the organisation's intentions and real-time financial status. Regular reviews ensure that income and expenditure align with projections, allowing for timely adjustments. It's crucial to note that the P&C Association's budget operates independently of the school's financial planning.

The role of the Treasurer is pivotal in this financial ecosystem. They oversee the budget and make recommendations regarding surplus funds, which can be invested in term deposits with trusted financial institutions. Annually, the P&C Association's accounts undergo an independent audit, ensuring transparency and accuracy. The appointed Auditor, while not necessarily a professional, must possess relevant skills and an understanding of the ethical considerations inherent to the role.

The budget should address the regular operating expenses of the P&C Association, including any enterprises such as the Canteen, uniform shop, etc. In this way, if the P&C Association approves the budget, all the expenditures are already approved. No commitment shall be entered into for the expenditure of P&C Association funds except by resolution of a meeting of the P&C Association.

8.3 Documentation

All financial transactions are thoroughly documented, with funds securely deposited in the P&C Association's bank account. While the Principal is the sole authority to accept donations on the school's behalf, the P&C Association retains autonomy over its funds. It's not mandated to transfer surplus funds to the school annually, but it can allocate funds for specific projects through a resolution.

Audited accounts are shared with the P&C Federation Associations of NSW to maintain transparency and fulfil reporting obligations. This practice ensures that the P&C Association's financial statements are publicly recorded and accessible. The Treasurer also plays a pivotal role in transitioning financial records if a new Treasurer is elected during the Annual General Meeting.

8.4 Cash Handling and Debit Cards

Maintaining cash security and accurate deposition into the designated bank account is paramount for financial integrity. Organisations that predominantly handle cash must implement robust safeguards to prevent misplacement of funds and to ensure daily counts are verified for accountability. Here's some guidance on cash management:

- Always have at least two (2) individuals count, verify, and record all cash on a count sheet. This dual verification minimises counting errors and establishes a layer of accountability. Both counters should sign the count sheet, which should be securely stored for future reference.



- It's advisable to deposit cash into the bank promptly, reducing the potential risk of theft.
- Designate trustworthy individuals for banking responsibilities.
- For substantial amounts, consider engaging a professional cash collection service.
- Periodically, have someone not involved in the collection or banking process cross-check cash counts against bank deposits.
- During extended breaks, ensure the premises are devoid of any cash.

The P&C Association might consider using a prepaid debit card for specific expenditures, offering a controlled way to manage financial exposure. While there's no explicit policy against using a debit card, it's vital to establish a comprehensive policy detailing its usage parameters, including eligible users and intended purposes. A dual-signatory system is recommended for topping up the card's balance. The policy should encompass expenditure intentions, reporting protocols, and designated card users. To commence using a debit card, a resolution at a general meeting is required, detailing the card's value, its intended use, and the imperative to retain all transaction receipts for reconciliation purposes.

8.5 Banking and Investment of Funds

Setting up and operating separate bank accounts for the Canteen and the Uniform shop is advisable if significant business is transacted. This segregates the funds so they can be more easily accounted for. All operating income and expenses should then be transacted through that account, and reconciliations should be performed against bank statements regularly.

An investment account should be set up for longer-term projects that the P&C Association may save towards. To this end:

- An interest-bearing cheque account with a bank or building society should be opened to deposit Canteen collection and pay Canteen expenses.
- The P&C Association should also open an investment account for funds in reserve for equipment replacement. Only investment accounts that banks or governments guarantee should be considered.
- The general rules are that investments should not be for periods more than 12 months, and the number of individual investment accounts should be kept to a minimum.

8.6 Controls

The P&C Association has established rigorous protocols to manage its finances, ensuring funds are disbursed or transferred with utmost precision and accountability. Once an expenditure receives the P&C Association's approval, stringent controls are in place to ensure these funds are appropriately allocated to a third party or between P&C accounts.

The authorisation process is streamlined through designated Office Bearer signatories. This delegation delineates responsibilities and a robust financial control mechanism, ensuring accountability at all levels. Only the Officer Bearers, which include the President, Vice-President, Secretary, and Treasurer, are permitted to act as signatories. Their authority is granted by the P&C Association and duly recorded in the meeting minutes.

These financial protocols serve a dual purpose: they act as a protective measure against potential financial discrepancies and ensure that the Executive Committee upholds the highest standards of financial integrity. The regular financial reports at every P&C meeting emphasise this commitment to transparency and accountability.



While the Huskisson Public School Principal plays a pivotal role in discussions, they do not directly control the P&C Association's funds. Their role is primarily advisory, ensuring expenditures align with the Department of Education's guidelines. The P&C Association frequently collaborates with the principal to gain insights into the school's requirements, ensuring that the funds raised are channelled towards impactful projects and initiatives.

8.7 Appointment of an Auditor

The P&C Association shall appoint an auditor to examine the P&C Association accounts and the accounts of any P&C Association operations (Canteen, Uniform shop, etc.). As per section 7 of the prescribed Constitution, the Auditor shall:

- Be appointed at the P&C Association Annual General Meeting for the ensuing year.
- Must not be an Officer Bearer of the P&C Association.
- Have appropriate skills and experience in auditing and financial record management, together with an appreciation of the issues of probity as they relate to the role of the P&C Association's auditor. Specifically, the Auditor must not have or appear to have any conflict of interest.

9. Collaborations with School Staff

In the dynamic ecosystem of a school, the relationship between the P&C Association and the school staff stands as a cornerstone. This bond, when nurtured, can significantly enhance the educational environment, ensuring that all parties work cohesively towards the shared goal of student success. To foster this relationship, it's crucial to understand each party's distinct roles and responsibilities. P&C Association members should be aware of their primary function as supporters and collaborators while also recognising the professional expertise of the school staff.

Open communication is paramount in this partnership. Creating an environment where both parties feel comfortable sharing ideas, concerns, and feedback without hesitation is essential. This can be achieved by setting regular check-ins, establishing open-door policies, and promoting a culture where every voice is valued. Such open communication channels pave the way for mutual understanding and a shared vision.

Moreover, mutual support is the backbone of this relationship. Both the P&C Association and school staff should actively seek opportunities to support each other, whether it's through resources, time, or expertise. Celebrating each other's successes, collaborating on initiatives, and jointly addressing challenges can further solidify this bond.

Lastly, always remember that the P&C Association and school staff share a common goal: the well-being and success of the students. This partnership can thrive by encouraging open communication and offering mutual support, ensuring a harmonious and productive relationship that benefits the school community.

10. Inclusivity and Diversity

In education and community engagement, inclusivity and diversity stand as non-negotiable pillars. For a P&C Association, embracing these values ensures every school community member feels valued, understood, and represented. Recognising the richness that diverse backgrounds, cultures, and viewpoints bring is a moral imperative and a means to enrich the educational environment and foster holistic growth.

The Cultural Liaison Officer is key in championing these values within the P&C Association. Their role is multifaceted and pivotal in ensuring the Association remains in tune with the broader community's pulse. As the



primary point of contact, they provide open and transparent communication, bridging the gap between the Association and the diverse voices within the community.

Moreover, by fostering partnerships with local entities, the Cultural Liaison Officer amplifies the Association's reach, ensuring that initiatives and events resonate with and benefit from the diverse tapestry of the community. Their role in gathering feedback is crucial, as it provides a platform for voices that might otherwise go unheard, ensuring that the Association's activities are both inclusive and impactful.

Promotion of the Association's endeavours, representation at community events, and collaboration with other officers, especially those in fundraising and grants, further solidify the Association's commitment to inclusivity. By identifying community-based opportunities, the Association can tap into resources that reflect its members' diverse needs and aspirations.

Lastly, the regular reporting by the Cultural Liaison Officer ensures that the Association remains agile, adapting to the evolving needs and expectations of the community. This continuous feedback loop ensures that the P&C Association's strategies and initiatives are inclusive and aligned with the broader community's aspirations.

By championing inclusivity and diversity, the P&C Association strengthens its foundation and ensures a harmonious, vibrant, and forward-thinking school community.

11. Code of Conduct

The Code of Conduct for the P&C Association is a testament to our commitment to upholding the highest standards of ethical behaviour and professionalism. It applies to all financial members, volunteers, and employees of the P&C Association while undertaking any related role or activity. Central to our ethos is a profound respect for the law, and just like every citizen, our members are bound by the laws of the State and the Commonwealth.

Equally important is our dedication to treating every individual, student, school staff, or community member with utmost respect and dignity. This encompasses a range of behaviours from tolerating diverse views, engaging in rational debate, and refraining from harassment or discrimination. Integrity is another cornerstone of our association. We expect members to act honestly, avoid conflicts of interest, and ensure that their private interests don't overshadow their responsibilities to the P&C Association. This includes being transparent about personal relationships, financial relationships, and any gifts received.

Diligence is expected in every task undertaken. Members should strive for excellence, ensuring their external interests don't interfere with their duties. They should also adhere to professional codes of conduct and report fraudulent or corrupt conduct. The P&C Association also strongly emphasizes child protection, adhering to the government's Child Protection Act and Regulation. Regarding conflicts of interest, members are expected to declare any that might benefit them personally and always act in the best interest of the P&C Association. This includes being transparent about potential conflicts, whether from personal relationships, financial ties, or other sources.

Privacy and confidentiality are paramount. We adhere to the Australian Privacy Principles contained in the Privacy Act of 1988, ensuring that personal information is protected and not shared without explicit consent. Lastly, any breaches of this Code of Conduct will be addressed per the Grievances, Complaints, and Procedures Policy. Violations may lead to removal from the P&C Association.



12. Conflict Resolution

The P&C Association is dedicated to fostering a harmonious environment where all members, volunteers, employees, Department of Education staff, and students at Huskisson Public School can voice their concerns with the assurance that they will be addressed promptly and judiciously. Recognising the potential for disagreements within any group, we have instituted a conflict resolution framework that underscores the importance of respectful communication.

If the grievance pertains to a Department of Education employee or student, it should be directed to the principal in alignment with the Department of Education's established policies. A grievance is any situation the complainant perceives as incorrect, unjust, or discriminatory.

Further information on conflict resolution can be found in the Huskisson Public School Parents And Citizens' Association Conflict Resolution Framework.

13. Evaluation and Feedback

Within the dynamic landscape of the P&C Association, the principles of evaluation and feedback stand as cornerstones of a commitment to excellence. Navigating the multifaceted challenges and opportunities of the mission requires periodic reflection and assessment. By consistently examining the Association's initiatives, communication methodologies, and the ripple effects of its actions, there's assurance of moving in the right direction. This introspective approach streamlines operations and fosters a culture of transparency and mutual respect. When members feel their voices are heard and see tangible outcomes from feedback, it deepens their sense of belonging and invigorates their passion for the collective cause. A dedication to continuous improvement is a testament to professionalism and a catalyst for nurturing a cohesive, engaged, and empowered community.

Importance of Evaluation:

Evaluating a group's efforts offers invaluable insights into its strengths and areas of potential enhancement. Such evaluations:

- Gauge the success of initiatives and events.
- Pinpoint both triumphs and areas needing attention.
- Facilitate data-driven decision-making.
- Ensure alignment with the group's overarching goals and objectives.
- Adapt to the ever-changing landscape and emerging requirements.

Gathering Feedback:

Engaging actively with group members is paramount for a fruitful evaluation. Open and honest feedback can be cultivated through:

- Anonymous surveys: These can be utilised to gather opinions on events, initiatives, and overall group satisfaction.
- Open forums: Designate segments during meetings for members to share their thoughts and suggestions.



- Personal interactions: Engaging members individually can yield more in-depth insights into their experiences within the group.

Evaluating Activities:

To assess specific activities and initiatives effectively:

- Establish Clear Objectives: Clearly outline the desired outcomes of each activity.
- Data Accumulation: Procure pertinent data, such as attendance metrics, engagement levels, and participant feedback.
- Outcome Assessment: Measure the actual results against the pre-defined objectives.
- Feedback Analysis: Delve into the feedback to discern the strengths and areas needing refinement.
- Adapt and Enhance: Utilise the insights to tweak and enhance future activities.

Feedback on Group Dynamics:

Assessing the dynamics and efficacy of the group extends beyond individual events. Key aspects to consider include:

- Communication: Is information disseminated to members efficiently and lucidly?
- Participation: Is there equitable engagement and involvement among all members?
- Inclusivity: Does the group value and incorporate diverse viewpoints and backgrounds?
- Decision-Making: Is the decision-making mechanism both transparent and inclusive?

Implementing Changes:

Merely collecting feedback isn't enough; it's pivotal to act on it. Adjust strategies, refine approaches, and address any concerns proactively. Sharing evaluation outcomes with the group fosters transparency and instils a sense of collective responsibility.

Continuous Improvement:

Evaluation should be viewed as a perpetual endeavour. By consistently assessing activities and group dynamics, a cycle of improvement is established, catering to the evolving needs of the school community. This unwavering commitment to enhancement ensures a more effective and influential P&C Association.

Ingraining feedback and evaluation of the group's ethos underscores a dedication to fostering an adaptive and responsive community. This commitment enhances the educational experience for all stakeholders and solidifies the essence of collaboration and shared objectives.

14. Resources and Documentation

The P&C Association fosters collaboration between parents, teachers, and the school community. As members work diligently to support the school's educational and well-being objectives, they must have access to a range of resources that can enhance their effectiveness and streamline their operations. From training workshops to specialised software, these resources empower P&C Association members to make informed decisions, foster community engagement, and ensure the smooth running of the Association. For example:



Training Workshops: Many P&C Associations may offer training sessions for their members. These workshops cover various topics, from effective fundraising strategies to understanding schools' educational landscape and governance.

Online Portals: Dedicated websites or portals often provide a wealth of information, including downloadable templates for meeting agendas, minutes, financial reports, and more. They might also host forums or discussion boards for members to share experiences and advice.

Guidance Documents: Comprehensive guides on the roles and responsibilities of P&C Association members, governance structures, and best practices can be invaluable. These documents often delve into the nuances of school operations and how the P&C can effectively support them.

Networking Events: Regular events, seminars, or conferences allow P&C Association members from different schools to network, share success stories, discuss challenges, and learn from one another.

Legal and Financial Advice: Some P&C Associations partner with legal and financial experts advising on fundraising regulations, employment issues, or financial management.

Newsletters and Publications: Regular newsletters or magazines can keep members updated on educational news, upcoming events, and changes in school or government policies that might affect the P&C Association.

Support Helplines: Dedicated helplines or support teams can assist P&C Association members with specific queries or challenges they might face.

Fundraising Toolkits: These kits often provide step-by-step guides, ideas, and resources to help P&C Associations organise successful fundraising events.

Software and Technology: There are specialised software solutions designed to help P&C Associations manage their finances, communication, event planning, and more.

Advocacy and Lobbying Support: For P&C Associations keen on advocating for specific educational policies or changes, resources are available to guide them on effective lobbying and advocacy strategies.

For a comprehensive understanding and deeper insights into the workings, policies, and best practices of school associations, the [P&C Federation](#) official website is an invaluable resource.

15. Insurance

In collaboration with Andrews Insurance, the P&C Federation has crafted various insurance policies tailored for its members. Upon securing membership with the P&C Federation, members are entitled to a robust \$50 million Public Liability Insurance. The coverage period for the P&C Federation Insurance spans from 1 August 2023 to 1 August 2024, while the Student Injury Insurance extends from 1 February 2023 to 1 February 2024.

Beyond the foundational membership, there are several additional coverage options available. These include extensions to the standard Public Liability Insurance, catering specifically to OOSH Centres, Before and After School Classes, Vacation Care, Tutors, and Stall Holders. There's also coverage for P&C-owned assets like buildings, contents, and stock items. Financial Lines offer Association Liability, Fidelity Covers, and Directors and Officers Liability. Furthermore, there's Voluntary Workers Insurance, ensuring protection for members and



volunteers during P&C events, and a comprehensive Student Accident & Injury cover available for school-wide adoption.

All P&C Federation policies, barring Student Injury Insurance and Voluntary Workers Insurance, are backed by Insurance Australia Limited, operating as CGU Insurance. The exceptions, Student Injury Insurance and Voluntary Workers Insurance, are supported by Accident & Health International Underwriting Pty Limited, representing Tokio Marine & Nichido Fire Insurance Co., Ltd.

For all insurance-related queries, including claims and payments, members should reach out directly to Andrews Insurance Services Pty Ltd. Their team, comprising seasoned professionals, is poised to guide P&C Associations in navigating the intricacies of insurance, ensuring the smooth execution of daily activities and fundraisers. Before finalising insurance decisions, members must peruse the policy details in the Membership & Insurance tab.

The policy number for Huskisson Public School P&C Association is 10M9907324. The limits of Liability are general and include.

Public Liability:	\$50,000,000 (any one Occurrence)
Advertising Injury:	\$50,000,000 (any one Occurrence)
Products Liability:	\$50,000,000 (any one Occurrence and in total for any one Period of Insurance)
Property in the physical or legal control:	\$500,000 (any one Occurrence and in total for any one Period of Insurance)
Deductible:	\$500 (any of Occurrence) except. \$15,000 for each Occurrence with respect to injury to contractors, subcontractors, employees of any contractors or subcontractors, labour hire personnel, worker-to-worker claims, workers' compensation recovery actions

To initiate the Membership and Insurance process, members can complete the Membership and Insurance renewal form online or contact Andrews Insurance Services Pty Ltd at 02 9680 1700. Wording: CGU Broad form Liability CID0332 0423

16. Quality Improvement Plans

Huskisson Public School's quality improvement plans are designed to focus on both immediate needs and long-term goals. These plans encompass curriculum development, infrastructure upgrades, and fostering a holistic learning environment. The P&C Association plays a pivotal role in this journey of improvement. They actively track and strategize the allocation of investments, ensuring that funds are directed towards areas that promise the most impactful results. Additionally, the P&C Association diligently scouts for grants and other financial opportunities, ensuring the school has the necessary resources to implement its quality improvement initiatives. Through a collaborative approach, Huskisson Public School and the P&C Association aim to provide students with an enriching and future-ready educational experience. A copy of the P&C Association quality improvement plan for Huskisson Public School 2021 - 2026, as of 1 September 2023, can be found in Appendix G.

17. Yearly Planning and Important Dates

Maintaining a calendar for the P&C Association detailing school holidays, significant events, meetings, and new initiatives is imperative. This structured approach offers a clear roadmap for the forthcoming year and ensures alignment and awareness among all stakeholders. To ensure seamless execution, responsibilities should be allocated and tasks assigned well in advance. Anticipating and preparing for key milestones allows us to maintain



our commitment to excellence and meet our objectives. Moreover, as we progress through the year, we must celebrate our achievements, recognising the dedication and effort behind each success.

On the vision of scheduling: Scheduling is more than just plotting dates on a calendar; it reflects our priorities, ambitions, and commitment to progress. A well-structured schedule serves as a blueprint, guiding us toward our goals while ensuring that we remain adaptable and responsive to the ever-evolving needs of our community. It embodies our vision of fostering a harmonious balance between academic pursuits, extracurricular activities, and personal growth, ensuring every individual can thrive and excel. The following provides a sample of previous calendars to mark the important events.



HUSKISSON PUBLIC SCHOOL P&C ASSOCIATION 2023 EVENTS CALENDAR

Calendar Month				
January SCHOOL HOLIDAYS	<i>Stand down period.</i> Application for NAIDOC grant needs to be written and submitted this or next month – the school has the curriculum and extra curricula activity, and we pay for it through this grant	<i>Stand down period.</i> Book auditor for books for March so books are ready for the AGM – check the last AGM for who was nominated to be the auditors	<i>Stand down period.</i> Support the uniform shop coordinator – this is their biggest time	<i>Stand down period</i>
February	Prepare for Easter Raffle – donations, poster, QR code.	Welcome event for the new families and children – an after-school afternoon tea – Free not a fundraiser	Support teachers and school staff (this is a tough month as they settle all students into the curriculum)	
March	Preparations for Mother’s Day due to April school holidays – contact Harleys or the bakery for the coffee and cake voucher (We pay the bill)	Meet with leadership team to determine the KPI's for the year and the priorities of the school – the directs the activity of the P&C for the year.	School disco – Fundraiser	Review P&C child protection policy and check WWC register to ensure everyone is up to date



April	Prepare for AGM send out items from checklist as defined by the P&C federation. Requires Secretary to cross check all procedures and documents against the P&C federation.	Prepare Movie night for June.	Easter raffle – Fundraiser	Thank you certificates to all businesses that donated for the Easter raffle.
SCHOOL HOLIDAYS	<i>Two weeks stand down period</i>	<i>Two weeks stand down period</i>	<i>Two weeks stand down period</i>	<i>Two weeks stand down period</i>
May	AGM	Requires one week after to change over and update member register with the P&C federation, resign all role descriptions, Child protection policy, Code of conduct and ACNC register. All new members will require a police check, WWC, and Canteen will need one person with Food safety certificate	Mother's Day - Free not a fundraiser	Review Quality Improvement plan for the school
June	Movie night - Fundraiser	Working bee for the school gardens – sausage sizzle for volunteers		
July	NAIDOC week – first full week in July – School handles this			
SCHOOL HOLIDAYS	<i>Two weeks stand down period</i>	<i>Two weeks stand down period</i>	<i>Two weeks stand down period</i>	<i>Two weeks stand down period</i>
August				
September	Father's Day – Coffee and cake voucher Harleys - Free not a fundraiser	Plan High tea for grandparents next month	Start contacting businesses for donations for Christmas raffle	



October	Kindergarten Orientation – Morning tea will be supplied and co-hosted by the P&C.	Working bee for the school – needs of school to be determined by school staff - sausage sizzle for volunteers		Worlds grandparents’ day – Fundraiser High tea at the school on a Saturday \$10 coffee and cake
November	Facilitate and assist with kindergarten orientations – discuss the P&C and its functions including events throughout the year and the canteen and uniform shop. Provide tea and biscuits	Prepare thank you cards and presents for the P&C members and volunteers for this year. Also, for the stakeholders who have been collaborative partners this year – Secretary keeps list	End of year P&C dinner (each person pays – P&C does not pay)	World Children’s Day – fun day for the school donate \$1000 for the teachers to create the fun day
December SCHOOL HOLIDAYS	Sasshi drive – Donations for the homeless <i>Stand down period</i>	Cookie jars for purchase – Fundraiser Christmas raffle – Fundraiser \$1200 for end of year class parties <i>Stand down period</i>	Check with uniform shop coordinator they have enough orders in for January. <i>Stand down period</i>	Certificates of thanks for businesses that donated for our Christmas raffle. <i>Stand down period</i>

Aqua = Fundraiser **Pink** = Donations **Green** = Cultural **Yellow** = Free event for the community



18. Closure of Tenure

The tenure of the Executive Committee of the P&C Association depends on the constitution and by-laws of the P&C. However, generally speaking, the Executive Committee are elected for a term of one year and can be re-elected for consecutive terms. Some P&Cs may have a limit on the number of terms that the Executive Committee can serve in the same position or in any position on the executive committee. For example, some P&Cs may stipulate that an office bearer can serve no more than three consecutive terms in the same position or no more than six consecutive terms in any position on the executive committee. The purpose of having a tenure limit is to encourage new members to take on leadership roles and to ensure diversity and continuity in the P&C's management. At Huskisson Public School P&C Association, no person will serve more than three consecutive years in the same position.

The P&C Association's commercial activities, such as the canteen and uniform shops, primarily aim to offer cost-effective services to parents and students. These activities must either break even or generate a profit to cover operational costs, work cover, insurance, and the cost of goods sold, all while adhering to standard accounting policies and practices.

Before the handover, the P&C Association should discuss the transfer proposal, potentially dissolving any subcommittees related to the activity, and inform parents about the impending change, allowing them to voice their opinions. They should also collaborate with the Principal on stock disposal methods and values, ensure all financial records are in order, and set a handover date. On the day of the handover, a final stocktake should be conducted, and if a subcommittee manages the activity with its own bank account, all funds should be transferred to the P&C Association's primary account. After the handover, the P&C's Treasurer should present a final financial statement at a general meeting and discuss with the Principal ways to support the commercial activity, including volunteer organization.

On the Principal's end, before the handover, they should assess the commercial activity's risks, review the P&C's financial records, evaluate operation options, and keep the school community informed about the decisions made. They should also agree with the P&C Association on stock acquisition methods and values, decide on a handover date, and develop a comprehensive business operation plan. This plan should encompass budgeting, forecasting, monitoring, reporting, account keeping, stock management, and staffing. The Principal should also establish prices and mark-up rates after consulting with the P&C Association and set up the necessary ledger accounts or cost centers. If the school decides to outsource the commercial activity, they must follow proper procurement processes. During the handover, the Principal should ensure all financial records are complete and the stock is in good condition. After the handover, the opening stock should be recorded in the school's system.

Refer to Appendix H for the P&C Executive Handover Checklist.

19. Dissolution

The P&C Association, in its commitment to transparency and adherence to established protocols, has outlined specific procedures concerning its potential dissolution. These procedures ensure that the Association's actions remain in the best interests of its members and the school community and compliance with regulatory standards.

The P&C Association's dissolution may be effectuated according to a resolution passed at either a general meeting or a special assembly of members. This is contingent upon a minimum of seven (7) days prior notification to members and is subject to the Minister for Education and Early Childhood endorsement or at the Minister's discretion.



The P&C Association shall face dissolution when its membership count descends below the requisite quorum or in the event of the affiliated school's closure. In the aftermath of the P&C Association's dissolution, all minute books, audited financial statements, and other pertinent records, in conjunction with any remaining funds, shall be entrusted to a cognate organisation possessing a taxation status recognised by the Australian Taxation Office as analogous to the P&C Association's. Specifically, if the P&C Association oversees a deductible gift fund (such as a School Building Fund), any residual assets or funds post-dissolution must be redirected to another gift deductible fund bearing objectives akin to the P&C Association's. Any records transferred to a cognate organisation shall be preserved in compliance with the stipulations of taxation legislation. This transfer must be executed within two months following the P&C Association's dissolution, after auditing the account books as delineated under Clause 16. Should the Association be registered for GST, the dissolution process shall only conclude post the settlement of all outstanding accounts, receipt of all revenues, and after all GST transactions have been duly reported in the Association's Business Activity Statement.

Upon the P&C Association's dissolution, any assets and funds remaining after the clearance of all liabilities and expenses shall not be disbursed amongst the members.

20. Conclusion

Congratulations! You have taken a significant step towards enhancing your child's educational experience and the entire school community by being a part of the P&C Association. Your commitment to collaboration, communication, and active involvement holds the power to shape a brighter future for all students.

As you conclude this manual, it's important to reflect on the journey you're embarking on. By joining forces with fellow parents and caregivers, you're demonstrating the importance of education and nurturing a sense of shared responsibility for the well-being and success of every child.

Your participation in the P&C Association signifies your dedication to -

Community: By coming together, you are fostering connections, building relationships, and creating a supportive network beyond the classroom.

Collaboration: The power of collective effort can achieve remarkable outcomes. Your collaboration with school staff, fellow parents, and caregivers will lead to innovative ideas, successful events, and valuable initiatives.

Communication: Effective communication is at the heart of any successful endeavour. Your involvement in the group ensures that lines of communication remain open between parents, caregivers, teachers, and school administration.

Contribution: Your contributions, whether through volunteering, organising events, sharing expertise, or advocating for positive changes, have a direct impact on the educational journey of students.

Commitment: Your commitment to your child's education sets a shining example for them to follow. It instills the values of dedication, responsibility, and active engagement.

As you move forward, remember that your efforts are valuable, no matter how small. Every idea, every meeting attended, and every event organised contributes to the collective success of the P&C Association. Your journey is continuous, marked by learning, growth, and a deepening connection to your child's school community.



By fostering a sense of belonging, actively participating in the educational journey, and creating a positive atmosphere within the school, you are contributing to a legacy that will benefit future generations. Thank you for your commitment, enthusiasm, and dedication to making a positive difference in your children's lives and the school community. Your involvement is truly a gift that keeps on giving.

Remember, this manual is a flexible guide. Tailor its content to your school community's needs, and feel free to update it as circumstances evolve. Your dedication to fostering collaboration among parents and carers will undoubtedly contribute to a positive and enriching school environment for everyone involved.



Appendix A – Document Version Approval and Control

VERSION	DATE	APPROVED	DESCRIPTION
1.0	xx-Nov-2023		Initial Manual



Appendix B - (Model) Prescribed Constitution for Incorporated P&C Associations

Section 117 of the Education Act 1990 requires that the (model) prescribed Constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Associations of New South Wales Incorporation Act 1976, be published by the Minister in the Education Gazette 1 of 2020. This (model) prescribed Constitution is as follows:

1. Name

This body shall be known as the (name of school) Parents and Citizens' Association, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

2. Object and Functions

The objects and functions of this Association shall be those set out in Section 116 of the Education Act 1990, which include:

The objects:

- I. To promote the interests of the school by bringing parents, citizens, students, and teaching staff into close co-operation; and
- II. To assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

The functions:

- I. To report, when requested by the Minister for Education and Early Childhood, on the material requirements of the school and to advise on maintenance of the school, alterations and additions to school facilities, and the selection of new sites.
- II. To assist and co-operate with the teaching staff in public functions associated with the school.
- III. To be responsible for the election of parent representatives to any school council constituted at the school in consultation with the principal of the school to ensure consistency with any guidelines for elections issued by the Secretary of the Department of Education.
- IV. To assist in any matters in which the Minister may seek the co-operation of the Association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).



3. School Staff

The Association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the Association. The principal of the school, or the principal's nominee, shall be a member, ex-officio, of the Association and all its committees.

4. Membership

Membership will be open to all parents and carers of pupils attending the school and to all citizens within the school community. The Association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the Association.

The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the Association.

5. Office Bearers

- I. The executive committee, which shall be constituted of the Officers of the Association and up to six other members, shall carry out the decisions of the Association. Members of the executive committee shall not receive any remuneration or other material benefit by reason of their position in the Association. A member of the Executive Committee may be removed from office by resolution of the Association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- II. The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- III. The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.
- IV. The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office, the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- V. The Treasurer shall receive and deposit monies, maintain records, draw cheques, and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records,



etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the Association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. Casual Vacancies

Any casual vacancy on the Executive shall be filled by a ballot of the members of the Association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:

- I. Dies.
- II. Resigns from the committee by notice in writing.
- III. Ceases to be a member of the Association.
- IV. Is removed under clause 5(a); or
- V. Has a continuing and long-term incapacity to fulfil the functions of the position.

7. Annual General Meeting

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting, all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the Association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the Auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an office bearer of the Association shall be appointed. The appointed Auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. In particular, the Auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the Association.

8. General Meetings

A general meeting shall be held at least once during each school term.



9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Holding Meetings and Quorum

- I. Parents and carers of pupils attending the school and citizens within the school community who are not members may attend meetings of the Association but are not entitled to attend meetings of the Executive Committee or subcommittees of the Association.
- II. Where the Association has a current membership of 50 or more, the quorum at all meetings of that Association shall be 10 members. Where the Association has a current membership of less than 50, the quorum shall be set according to the rules of that Association but shall not be less than five.
- III. The Association will in the usual course hold all meetings of the Association at the school or, if the school is not available, at a convenient and suitable location nominated by the Secretary [or, in his or her absence, by another Officer].
- IV. If for any reason a quorum at any meeting convened in accordance with paragraph (c) cannot be formed in accordance with paragraph (b) and the rules of the Association, the Association may hold a meeting of the Association at 2 or more venues using any technology that gives the members as a whole an opportunity to participate effectively in that meeting.
- V. In any case in which a meeting of the Association is held using technology of the kind referred to in paragraph (d):
 - A. notice of the meeting must specify the date, time and details of the technology needed to participate in the meeting.
 - B. a quorum must be maintained for the duration of the meeting.
 - C. any member of the Association attending in person or using technology will be taken to be present for the purposes of forming a quorum and for all other purposes.
 - D. all votes on a resolution must be taken by ballot open to all members and not on a show of hands; and
 - E. the President or other presiding Officer appointed to chair the meeting may adjourn the meeting if there is any failure in technology with a consequence that a resolution cannot be put, or the business of the meeting cannot be conducted.



11. Liability

- I. A member or Officer of the Association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the Association or the costs, charges, and expenses of the winding up of the Association.
- II. The Association must affect and maintain approved public liability insurance, unless the Association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12. Subscriptions

The annual subscription shall be set by the rules but shall not be less than 50 cents.

13. Subcommittees

- I. The Association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the Association and follow any directions received from the Association. The Association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the Association.
- II. Subject to any direction from the Association, all meetings of subcommittees will be conducted on the same basis and subject to the same rules as apply to meetings of the Association with any necessary modification appropriate to the functioning of that subcommittee.

14. Dissolution

- I. The Association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' Notice has been given to members and subject to the concurrence of the Minister for Education and Early Childhood, or otherwise at the Minister's discretion.
- II. The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.
- III. Where the Association is dissolved minute books, audited accounts, and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the



Australian Taxation Office as equivalent to that of the Association. Where the Association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the Association. Any records given to a kindred organisation will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the Association, and only after the books of account have been audited as provided under Clause 16. If the Association is registered for GST, dissolution shall not be finalised until all accounts have been paid, all revenue received, and all GST transactions have been accounted for in the Association's Business Activity Statement.

- IV. Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

15. Rule-Making Power

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered, or withdrawn according to a simple majority vote at any meeting of the Association for which a month notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- I. At meetings of the Association.
- II. To convene a substitute meeting when a quorum is not attained at a meeting; and
- III. In making an application for membership.

16. Accounts

The funds of the Association shall be banked in the name of the Association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the Association delegated in that behalf by the Association. No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the Association. The Association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Early Childhood.



Appendix C – Membership Form

Huskinson Public School Parents and Citizens Association

5 Watt Street, Huskinson NSW 2540

ABN 69 710 779 822

huskissonpublicschool@pandcaffiliate.org.au



HUSKISSON PUBLIC SCHOOL P&C ASSOCIATION MEMBERSHIP FORM

The Huskinson Public School P&C Association is a registered Not-For-Profit Organisation which is established to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation and to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Membership of the Huskinson Public School P&C Association is open to all parents and guardians of students attending the school and to all citizens within the school community.

Meetings are held monthly on the last Tuesday of the month at 6:30pm unless prior arrangements are made for alternate meeting times. The meeting will be held onsite in the library and/or virtually via Zoom or Microsoft Teams.

Annual membership is \$1.00 and entitles you to be involved in the decision making of the Huskinson Public School P&C Association. When you become a financial member, you agree to follow the Constitution, By-Laws and Code of Conduct rules as adopted by the Huskinson Public School P&C Association, copies of these materials are available from the Huskinson Public School P&C Association Secretary at each meeting.

You are recognised as a financial member of the Huskinson Public School P&C Association after the meeting closes at which you submit your payment. The Treasurer shall issue you a receipt for this payment, you should retain the receipt for the current P&C Association year as proof of your membership.

Please submit this form and payment to the Treasurer or Secretary.

Huskinson Public School P&C Association thanks you for your interest.

Name:

Address:

Phone number:

Email:

Member type:

Parent/guardian of enrolled child Citizen (within the school enrolment area)

I include a payment of \$1.00 to become a financial member of the Huskinson Public School P&C Association. I acknowledge that I am aware that I agree to follow the Constitution, By-Laws and Code of Conduct rules as adopted by the Huskinson Public School P&C Association.

SIGNED: DATE:

Receipt P&C use only

Payment of \$1.00 received from

for Huskinson Public School P&C Association Membership by

Dated



Appendix D - Executive Committee Role Description

Role of the President

The President is elected at the P&C Association's Annual General Meeting.

Duties

The President is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school.
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome.
- Supporting volunteers
- Consistent adherence to the Constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed.
- Setting up lines of communication with the principal
- Being a signatory on the Association's bank accounts
- Chairing meetings in the absence of the President, one of the Vice-Presidents will chair the meeting, or the meeting can elect a chairperson from the members present for that meeting.

Voting

The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting to preserve the position's impartiality.

The person chairing a meeting does not have a casting vote in the event of a tied vote. In a tied vote, the motion remains as status quo. This allows the motion to be put forward at another time.

Sub-committees

The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions, this would occur through written reports.

An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings. The Federation recommends that a vice-president be delegated to chair part of a meeting. The training process could also include delegating the responsibility of sub-committee leadership to vice presidents.

The President also has important responsibilities outside of meetings and is considered a parent community leader.

The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the Association.



Role Of the Secretary

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary must attend P&C Association meetings and take notes of the discussions to produce a set of Minutes for subsequent distribution to members and receipt, amendment, and adoption at the following meeting. (In the absence of the Secretary, the meeting should elect a person to take the Minutes; this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence and writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association, such as the Constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, and Attendance book.

Notice of Meeting

P&C Constitution by-laws state that P&C Associations meet on a regular day each month 'during term time' at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on notice, issues, and events to be discussed should be advertised along with names of guest speakers.

Agenda

An agenda is a list of business items to consider at a meeting. An Agenda should include the organisation's name, the type of meeting (e.g., Annual General Meeting, General or special meeting), where the meeting will be held, the date the meeting will be held, and the time the meeting will commence. A sample P&C Meeting Agenda Template is in Appendix C.

Role of The Treasurer

While all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques*, and presents accounts.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for. The Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves, but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.



Planning, budgeting, and cash flow

A budget is a planning document to estimate the income and expenditure of the organisation for a given period (usually the financial year of the P&C Association). The budget is a statement of intention rather than fact. It can be altered at any time, with due notice given by way of the agenda, by majority vote, after its initial ratification at a general or special meeting.

Budget estimates are founded on past economic performance, adjusted to anticipate the probable effect of any special projects or one-off events. Once the overall budget has been approved, breaking the budget estimates with actual income and expenditure levels at regular intervals throughout the year is helpful. This comparison allows the Treasurer to recommend changes to the budget so that it more accurately reflects the financial situation of the P&C association. These changes, in turn, enable the Association to amend its fundraising or expenditure plans for the year.

Note: The P&C Association budget is separate from the school's budget.

Surplus funds

The Treasurer makes recommendations about surplus funds. Surplus funds may be lodged as term deposits with any financial institution with full trustee status.

Audit

The financial accounts of the P&C Association must be submitted to an independent audit each year.

The Treasurer produces a complete statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit, the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

Appointing an auditor

The Treasurer must appoint the Auditor at the P&C Association's Annual General Meeting.

The Auditor does not need to be a qualified professional. The Auditor must possess appropriate skills and experience in auditing and financial record management, together with an appreciation of the issues of probity as they relate to the role of association auditor. The Auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an Officer of the Association and must be prepared to swear that the records are a true and correct statement of the information provided by the Treasurer.

To meet reporting requirements under their Prescribed Constitution, the Treasurer of incorporated associations should ensure that copies of the audited accounts, signed by the President and Treasurer, are forwarded to the



Federation of P&C Associations of NSW within one month of the AGM at which they were presented. By undertaking to send the records to the P&C Federation, the need for incorporated P&C Associations to record their financial statements publicly is fulfilled.

The Treasurer is responsible for the handing over all financial records to the incoming Treasurer should the Annual General Meeting result in a new Treasurer being elected.

There are many useful conventions that should be followed when dealing in financial matters. The Treasurer's role will be easier if all P&C members appreciate and understand that rules and protocols are to be complied with.

Proper accounting procedures have two purposes:

- I. They prevent loss and fraud. You might trust everyone in your Association, but accounting procedures will tell you if the wrong thing is happening and were.
- II. To protect the P&C Association Executive. A good accounting of P&C funds ensures financial propriety.

Cheques

- Never sign blank cheques.
- Ensure the P&C Association has resolved to expend the monies before drawing a cheque. No motion, no payment.
- Do not make cheques out to cash.
- Ensure all cheques are marked 'Not Negotiable.'
- Cheque signatories should sight all supporting documents; ensure they are correctly drawn to the payee and there is an agreement between the amount on the invoice and the amount on the cheque before signing.
- Monitor that payments are approved for appropriate purposes.
- As a rule, two (2) members of the same family should not act as signatories.
- Where possible, cheque signatories should not counter sign a cheque drawn in their favor. The school Principal should not be a signatory to P&C bank accounts.
- Employees of the Association should not be a signatory to the association or sub-committee bank accounts.

Payments

- All accounts should be paid by cheque, except for small payments from petty cash. Support all payments with invoices, receipts, or docketts.
- Mark all paid invoices with a "paid" stamp and cheque number.

Receipts

- Issues receipts in sequential date order as per takings.



- Ensure two independent people are responsible for collecting and counting money. Likewise, at the end of the collection period, counting should occur in the company of at least two members, and the amount should be verified in writing by each member involved in the count.
- Issue receipts to people responsible for collecting and counting money.

Banking

- Check that the amount banked corresponds with the receipt totals.
- Bank money daily or secure in a fireproof safe if you cannot bank on the day.

Cash books (computerised bookkeeping package or manual)

- Keep cash books up to date. The cash book should be totalled and balanced by each month's end. Match the sequence of entries in the cash book with the sequence of receipts and cheque payments.
- Figures must never be erased with white-out. If you make an error in your cash book, receipt book or cheque butts, rule a line through the incorrect figure and write the correct figure next to it.

Reporting

The Treasurer must present a report in the form of an income and expenditure statement and a reconciled bank statement for every P&C meeting. Where a Treasurer is not able to attend a meeting the Treasurer's Report should be provided to the President prior to the meeting for tabling to the members.

* Note that references to cheques also include electronic banking.



Appendix E - Huskinson P&C Association Agenda Template



HUSKISSON PUBLIC SCHOOL P&C ASSOCIATION
5 Watt Street, Huskinson NSW 2540
huskissonpublicschool@pandcaffiliate.org.au

Parents & Citizens Association

Insert Date

Insert Time

Huskinson Public School Library (in person)

Or MS Team (Details Below)

AGENDA

1. Acknowledgement of Country / General Welcome
2. Adoption of Previous Minutes
3. Presidents Report
4. Principal's Report
5. Treasurer's Report
6. P & C Reports
 - a. Fundraising & Events
 - b. Canteen
 - c. Uniform
 - d. Grounds / Working Bee
7. General Business
 - a. P & C Meetings
 - b. Website update
 - c. Communications Channels
8. Any Other Business
9. Close of Meeting

If a financial member of the P & C Association would like to submit something to discuss at a meeting, they should submit their request to the Secretary in writing. The Secretary will place the item on the agenda where it is most appropriate to be discussed.

MS Teams Details

Huskinson Public School P & C Association is inviting you to a scheduled MS Teams meeting. Each separate meeting will have a separate link and passcode to join.



Appendix F - Huskisson P&C Association Event Fundraising Template



HUSKISSON PUBLIC SCHOOL P&C ASSOCIATION
5 Watt Street, Huskisson NSW 2540
huskissonpublicschool@pandcaffiliate.org.au

Project name:

Project description:

Submitted by:

Date:

What targeted need is the project addressing (link to P&C functions and community identified need with strong evidence):

Budget Breakdown (all associated costs outgoing include formal quotes attached and if services are going to be donated you must have a formal written letter from the organisation/person donating):

Estimated income from the activity if it's a fundraiser and what P&C project is the money suggested to be allocated to:

What resources will you need (human, tools, equipment, spaces, capabilities) and have you sourced them:

Stakeholders (who else does this involve/who needs to be consulted – include is there any other NFP delivering it in our area):

Overall Goals:

Objectives:

Have you completed a risk minimisation plan (this will include that all volunteers have a working with children check and a police check, is there a first aid trained person, what is the emergency plan):

Does the project require a letter of support (this will be requested upon certain projects particularly in the case of competing projects in a vote):



Appendix G- Quality improvement plan Huskisson Public School 2021 -2026

<i>Quality Improvement</i>	<i>Estimated Start</i>	<i>Estimated cost</i>	<i>Primary resources for funding</i>	<i>Secondary resource</i>	<i>Other resources</i>	<i>Will require</i>	<i>In action</i>
Outdoor play equipment	2023	\$65,000 Mini- mum	Grants: 1. 2. 3.	Donations		Letters of support from regarded references. 1 month before grant deadline. Formal quotes 1 month before grant deadline	
Garden upgrade for natives, vines for fence line and hedges to surrounding demountable (see beauty point Mosman for the model)	2022 Spring for planting	\$15,000	Grants: 1. Junior Land-care Woolworths Grants. 1. NAIDOC grant	Donations from garden centres and Bunnings	Fundraising	Donation request letter. Sourcing grants.	\$3000 so far
Awning extended to year 6 demountables giving them coverage in the rain to the main areas of the school	2023	\$40,000	Grants	Building materials donations from bunnings			
Street library: design Huskisson cinema	July 2021	\$1500	Donation from Davies family	Anon donor St Library org	N/A	Five more were donated from the St library org for the small schools' network and our local community. Painting the libraries Sending photos back to St library org	TERM 2 2022 Painting groups x 3 at the school
Outdoor classroom	2024		Grants: 1. Infrastructure 2. 3.			Quote required from Mennie constructions	



Quality Improvement	Estimated Start	Estimated cost	Primary resources for funding	Secondary resource	Other resources	Will require	In action
Breakfast program: will need. 1. Volunteers x3 2. Dishwasher 3. Fridge 4. Food Supplies	Start Wednesdays as trial July 2022 (canteens day)	\$3000	Grants: 1. Community building grants 2. Healthy food grants 3. Second round volunteers grant end 2021 or 2022	Donations	Fundraising	Trial as support letter for grant	Commencing soon
Bottle filling stations	2021 -2022	\$6000 including installation (will rely on formal quote)	Donations - Business chambers	Fundraising		Quotes from Snipe plumbing access visit pending COVID. Quotes from aqua fill for water stations x 2	Business chambers donated water tower, P&C to pay for instal
Upgrade library books	2021 2022 2023	\$2000	Fundraising	Donations Can ask local and wider libraries	Grants	Can do a school's book club in book week a portion of sales going to the library and families have the option to donate a purchase to the library	
Murals on Demountables	2023	REQ quotes	Fundraising	Donations	Grants	Req - school to agree on design, artist to show plan on paper and quote - site visit, P&C meeting to allocate expenditure and move the motion	
Sensory path	2024	REQ Quotes	Grants	Fundraising	Donations		
Fence line repairs	July 2021 - 2026	\$70,000	Grants: 1. Saluting their service Arts Grants 2. Infrastructure grants	Fundraising	Donations	Quotes in	\$10,000 attained through grants to commence work on Sydney St side



<i>Quality Improvement</i>	<i>Estimated Start</i>	<i>Estimated cost</i>	<i>Primary resources for funding</i>	<i>Secondary resource</i>	<i>Other resources</i>	<i>Will require</i>	<i>In action</i>
Canteen Kitchen upgrade	July 2022 Over school holidays	<u>\$23000</u>	Grants: 3. Club grant 4. Volunteers grant 5. FRRR Grant	Fundraising	AMU site inspection	Quotes Builders ready - COMPLETED. Council (Elizabeth) visiting July to assist builders with compliance - COM- PLETED	AMU site visit discovered Asbestos in roof - Awaiting AMU advice. Need to see if AMU will accept builders to go around asbestos and not disturb. it - Term 2
Learning Hub	November 2022 to commence over school holidays	\$150,000	Grants: 1. Community building partnership grants	-	-	Detailed plans to show AMU and AMU Site inspection to approve	Secured \$142,000 Awaiting AMU response
Year 6 connection days across all schools in area: Jervis Bay School Vincentia Falls Creek Tomerong and Huskisson (Per term)	Building partner- ships now, hoping to commence in T3 2022 (was planned for 2021 however COVID interfered)	\$5000 Per term	Grants 1.Community building partnerships	Fundraising	Bus can be borrowed from Jervis Bay School to bring small- er schools to a shared location		Building relationships with principals 10 June 2021 lunch with principals from Falls creek and Jervis Bay COVID disrupted - continue term 2 2022

Appendix H - P&C Executive Handover Checklist

The handover of an Executive role on a P&C is as important as handing over a job role when you move to other employment. It is crucial to have all documents and notes ready for your successor, so they can continue your good work in maintaining the success of the P&C. If time permits, it is also recommended to be an active 'buddy' for them for the first half of the year. This is not to complete their work, but to give advice and suggestions when requested. The process of handing over documents and records of the P&C should take no more than two (2) weeks and should be managed by the President.

FOR ALL EXECUTIVE MEMBERS

- General Office Bearer Guides (President, Treasurer, Secretary).
- Copies of roles and responsibilities for each position (see Effective P&C Association booklet).
- Current P&C Constitution.
- Current Terms of Reference for all sub-committees.
- Other P&C policies and by-laws (e.g. email use, Code of Conduct).
- List of contacts for assistance (e.g. for Principal, Accountants, Insuranciers, ATO).
- Any passwords, account tokens, generic email addresses.
- P&C Association ABN.
- P&C Social Media Guide (in P&C Handbook).

DOCUMENTS FOR THE AGM

- Membership forms (with P&C Code of Conduct on back) and Register of Members.
- Executive position nomination forms (nominations can also come from the floor).
- List of ongoing Sub-committees and Terms of Reference for each one.
- Letter or verbal confirmation from the appointed auditor/reviewer accepting the role for the coming year (if required).
- Change of Bank Signatories form to be signed by the relevant Executive members.
- Notification of Office Bearers.
- Annual Audited Statements and Audit Report (if required).
- President's Report.
- Previous General or Executive Minutes for approval.
- Solvency Statement Declaration.

PRESIDENT/SECRETARY

- P&C Handbook
- ATO Change of Contact Form
- Register of Members
- Minutes books with minutes from all meetings since P&C commenced, or location of archives.
- Motions register (this is a suggestion only but it helps the new Executive continue ongoing actions from past motions.
- P&C template for agenda and minutes.
- P&C meeting attendance book.
- A list of any important issues/projects which need to be followed up or continued by the new Executive.
- Any diary that has been kept by the P&C on issues, events and/or invitations attended by the outgoing executive.
- Building Fund DGR (Deductible Gift Recipient), information available from the ATO.
- Bank form for change of signatories for P&C general, sub-committee and any investment accounts.
- Passwords and access to any P&C social media sites and email platforms.
- All login information for online management/storage accounts (If your P&C uses these).
- All existing P&C Policies, By-laws and Terms of Reference.
- Correspondence register (sample available in the Secretary's Guide) and conversation/email detailing where past correspondence has been filed.

TREASURER

- Books of accounts for current and previous year.
- Access to archived records for the past 7 years.
- List of active sub-committees.
- Accountable Forms Register - cheque, receipt, bank tokens and order books.
- Assets Register (P&C owned and used assets).
- Auditor's statements and reports for the past seven years including current year.
- Bank forms for change of signatories for P&C general, subcommittee and any investment accounts.
- P&C ABN.
- Insurance details.
- List of upcoming funding grants.
- All Deductible Gift Recipient (DGR) information. Only a P&C can operate a School Building Fund DGR and it must be registered with the ATO.